Book	Policy Manual
Section	9000 - ByLaws
Title	Minutes
Code	9326
Status	First Reading
Adopted	November 18, 1997
Last Revised	July 12, 2011

~~**BYLAWS OF THE BOARD MINUTES/TAPING/BROADCASTING**~~

~~All formal actions, motions, and each member's vote of the Board of Education shall be recorded in the minute book of the Board located in the Town Clerk's office. The minute book shall be kept on file as a permanent official record of all Board action and shall be open to public inspection at all reasonable times. The office of the Town Clerk and the Colchester Public Schools office shall each maintain a record of the minutes.~~

~~Any public meeting of the Board of Education may be photographed, broadcast, or recorded for broadcast.~~

~~Board minutes shall be available in the unapproved form, within seven (7) days of a Board meeting excluding Saturdays, Sundays, and legal holidays; a written record of Board votes shall be available for public inspection in the Town Clerk's office within 48 hours of a Board meeting excluding Saturdays, Sundays, and legal holidays in accordance with the Freedom of Information Act. In determining the time herein, any day on which the Board office is closed shall also be excluded.~~

~~Copies of the minutes of a meeting shall be sent to all members of the Board before the meeting at which they are to be approved. Permanent minutes shall be signed by the Board Clerk.~~

MINUTES

1. In compliance with legal requirements, a complete and accurate set of minutes of each meeting shall be kept.
2. Minutes shall be maintained at the Administrative Offices of the school district in an official record book designated for said purpose.
3. The minutes shall constitute the official records of proceedings of the Colchester Board of Education (the "Board") and shall be open to public inspection at all reasonable times.
4. The minutes shall include the following:
    A. The time, place and date of each meeting.
    B. The names of those members in attendance.
    C. The disposition of all matters on which action was recommended.
    D. All motions and resolutions and their disposition, listing all votes, abstentions and absentees.
    E. All decisions concerning future meetings and agendas.
    F. By request, a brief statement of a Board member may be included.
5. A record of votes taken at each meeting shall be reduced to writing and made available for public inspection within forty-eight hours of the conclusion of the meeting at which the votes were taken. Votes taken shall also be reflected in the minutes of each meeting, and the minutes shall be made available for public inspection and posted on the Board's Internet

web site, if available, not later than seven days of the date of the meeting to which they refer, however, the Board shall not be required by law to post such minutes on an Internet web site. Should the Board decide to make minutes available on the Board's Internet web site, it shall do so at the sole discretion of the Board.

6. If, in accordance with applicable law, the Board conducts a meeting in which one or more Board members attend by means of electronic equipment, the minutes of the meeting shall record a list of Board members that attended the meeting in person and a list of members that attended the meeting by means of electronic equipment.

Legal

Public Act 22-3, "An Act Concerning Remote Meetings Under the Freedom of Information Act."

Conn. Gen. Stat. §1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions.